



LEASING COORDINATOR

The U.S. Consulate in Sydney is seeking an individual for the position of Leasing Coordinator in the General Services Office.

Salary: A\$63,210 p.a.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Year 12/High School Diploma) is required.
2. Three years' experience working in real estate/property management, including lease negotiation and knowledge of the greater Sydney residential markets and neighborhoods is required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. A detailed knowledge of New South Wales residential and commercial leasing and tenancy laws, customs and practices is required.
5. Must be extremely well organized and possess a demonstrable high level written and oral communication skills, especially in the negotiation and preparation of leases.
6. A current, unrestricted driver's license that enables the individual to legally drive in Australia is required.

For further information please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria and resume to the Human Resources Office, U.S. Consulate General Sydney, MLC Centre, Level 59, 19-29 Martin Place SYDNEY NSW 2000 **by April 22, 2014.**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the U.S. Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug-free work environment.

POSITION TITLE: LEASING COORDINATOR**POSITION GRADE LE-7
(STARTING SALARY A\$63,210)**

BASIC FUNCTION OF THE POSITION

Under the supervision of the Residential Housing Manager, this position is responsible for Post's residential and commercial leasing activities. The primary role will be focused on short-term leasing (STL), interaction with real estate agents and landlords, direct communication with incoming and departing officers, managing lease agreements, coordinating housing board activities, updating the Living Quarters Allowance (LQA) program, pre- and post-occupancy inspections, liaising with the Office of Building Operations (OBO), housing program record keeping, and other back-up duties as required. The Leasing Coordinator conducts surveys to identify suitable housing and office spaces, and ensures that all residential spaces conform to Department of State standards.

DUTIES AND RESPONSIBILITIES

Short-term and LQA Residential Lease Management

Directly responsible for acquisition and disposition of residential spaces for approximately 26 American officers and their families from six different federal agencies as well as more than 40 Professional Exchange Professional program members and their families residing within 50 km of the Consulate. Maintains contacts with local real estate agents and conducts annual market survey of housing to develop housing profiles, establish rental ceilings, and document conditions related to the availability and cost of suitable housing. Consults transfer arrival and departure lists and maintains direct communication with incoming and departing officers on relocation needs and services. Liaises with local real estate agents to view properties and negotiate lease terms and conditions. Using the local tenancy agreement and as well as FAM guidance and the instructions of the General Services Officer, produces proposals and a final lease document for management approval. Conducts initial inspections of all USG STL residences before occupancy, which includes completing residential property condition reports. Arranges temporary accommodation for arriving and departing employees, if necessary. Updates and distributes housing publications including the Post Housing Handbook, monthly housing newsletter, housing welcome packs, housing master key list, USG and STL contact lists and other housing information.

Housing Board Management

Coordinates with the Regional Security Office (RSO) and Post's Occupational Safety, Health and Environment Office (POSHO) to arrange for security and safety surveys and proposes assignments for IAHB approval. Prepares documentation, arranges housing

viewing times, schedules IAHB meeting and takes minutes for distribution to board members.

Lease Program Administration

Liaises with the Office of Building Operations (OBO) and Department legal teams to process all short-term lease agreements and ensure that all residences conform to Department of State property and leasing standards. Prepare quarterly and annual leasing reports, as required, on a timely basis. Update OBO's Real Property Application (RPA) for all new, revised or disposed residential or commercial properties. Complete annual market surveys in support of OBO's Rental Benchmark program. Prepares and completes all other mandatory or ad hoc housing and leasing reports as required.

Commercial Office Space Lease Management

Manages the commercial leases of the office Consulate Office Building (MLC), including the car park spaces, totaling more than \$2M in annual rent. Liaises regularly with MLC management and landlords as well as other commercial real estate entities regarding long-term leasing options for the Consulate's office space. Prepares a regular report of available commercial properties of interest for future leasing possibilities. Coordinates viewings and meetings with commercial property owners and leasing agents. Stays current on local commercial tenancy agreements and procedures, and provides information regarding local leasing regulations.

Back-up Duties

Provides backup duties to the Maintenance/Work Order Supervisor and performs other duties as required. Will act as Residential Housing Manager in the absence of the incumbent, as necessary.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Consulate General Sydney
MLC Centre
Level 59, 19-29 Martin Place
SYDNEY NSW 2000

Or via email to: sydrecruitment@state.gov

THE DEADLINE FOR APPLICATIONS IS TUESDAY APRIL 22, 2014

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No). A copy of valid work visa/permit is required. *(If yes, Mission HR may require verification of eligibility. Please attach copies of all documentation that confirms your legal eligibility to work in this country (e.g., work permit, residency permit). If you are not sure if you need to submit proof of eligibility, contact the Mission's HR office).*
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills

R. Work Experience
S. References